

APPENDIX 2 –SAMPLE RESOLUTION APPLICATION

Quagga/Zebra Mussel Infestation Prevention Fee Grant Program Application and Funding Agreement Resolution Resolution No. _____

WHEREAS, prior to the State of California Parks and Recreation, Division of Boating and Waterways approving an Application and executing a Funding Agreement, said **(Applicant entity's legal name/Board of Directors)** is required to pass a resolution, authorizing a designated representative(s) to execute said Application, Funding Agreement, amendments, and certifications, designating a representative to approve claims for reimbursement, designating a representative to sign the Funding Request and Project Status, designating a representative to sign Project Completion Certification, and designating a representative to sign the Contractor's Release Form; and

WHEREAS, the **(Applicant entity's legal name)** has the authority to construct, operate, and maintain the **(name of boat launch, Marina, etc)**; and make an application to the State of California Parks and Recreation, Division of Boating and Waterways for grant funding in the amount of \$_____ under the Harbors and Watercraft Revolving Fund for the Quagga and Zebra Mussel Infestation Prevention Grant Program; and

WHEREAS, the **(Applicant entity's legal name)** desires to enhance, modify, or rebuild the **(name of the boat launch, marina)** to implement a plan for the prevention of an infestation of the quagga and zebra mussel; and

WHEREAS, by the **(Applicant entity's legal name)** accepted application the **(name of entity)** will adopt a project budget totaling \$_____; and

WHEREAS, by the **(Applicant entity's legal name)** that, pursuant and subject to all of the terms and provisions of the Harbors and Watercraft Revolving Fund program, application be made to the State of California Parks and Recreation, Division of Boating and Waterways for funding.

NOW THEREFORE BE IT RESOLVED that the **(Authorized Representative*)** of said **(Applicant entity's legal name)** is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the State of California Parks and Recreation, Division of Boating and Waterways; and

BE IT FURTHER RESOLVED, that the **(Title of Authorized Representative*)** is hereby authorized to sign the State of California Parks and Recreation, Division of Boating and Waterways, Harbors and Watercraft Revolving Fund program Funding Agreement and any amendments thereto; and

BE IT FURTHER RESOLVED, that the **(Title of Authorized Representative*)** is hereby authorized to approve Claims for Reimbursement under the State of California Parks and Recreation, Division of Boating and Waterways, Harbors and Watercraft Revolving Fund program; and

BE IT FURTHER RESOLVED, that the **(Title of Authorized Representative*)** is hereby authorized to execute the Budget and Expenditure Summary for the State of California Parks and Recreation, Division of Boating and Waterways, Harbors and Watercraft Revolving Fund program; and

BE IT FURTHER RESOLVED, that the **(Title of Authorized Representative*)** is hereby authorized to sign the Contractor's Release Form for the State of California Parks and Recreation, Division of Boating and Waterways, Harbors and Watercraft Revolving Fund project; and

BE IT FURTHER RESOLVED, that the **(Title of Authorized Representative*)** is hereby authorized to certify that the project is complete and ready for final inspection.

Passed and adopted at a regular meeting of the **(Applicant entity's legal name)** of the **(name of boat launch, Marina)** on **(day)** of **(month/year)**.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Clerk of said _____:

APPLICATION AND FUNDING AGREEMENT RESOLUTION INSTRUCTIONS

- A. You are required to submit with the application, a resolution adopted by your governing board which authorizes the applicant entity to apply for funding from the Department of Parks and Recreation, Division of Boating and Waterways, Harbor and Watercraft Revolving Fund and allows for the designation of an officer to sign and submit the application.

Please see attached document:

“SAMPLE COMBINED APPLICATION/FUNDING AGREEMENT RESOLUTION”

- B. Combined with the Application resolution, is the Funding Agreement resolution which will be required and:
1. authorizes an officer to sign the Application/Funding Agreement, certifications, and any amendments;
 2. designates a person to approve claims for reimbursement;
 3. designates a person to sign the “Funding Request and Project Status” form;
 4. designates a person to sign the Certification of Project Completion (for a construction project), and
 5. designates a person to sign the Final Release form.

*Please use position title, i.e. Harbor Master, Director, President, etc. **No personal name is used in the event of a change in person in said position.**